



# Hockley Primary School

Chevening Gardens,  
Hockley, Essex SS5 4UR.  
Telephone 01702 202394



www.hockley.essex.sch.uk  
Headteacher: Mrs. M. Heatherson

Aim high: "Mighty oaks from little acorns grow..."  
Working happily together, inspiring a desire to learn.

Monday 18<sup>th</sup> June 2018

Dear Parents/Carers

We are writing to you as a group of schools, as at our recent local Headteachers meeting we were discussing the positive impact of our holiday reviews for the academic year of 2017-2018 and 2018-2019.

It is so pleasing that our school holidays are largely in line with each other's for the next academic year and offer more affordable holiday opportunities too.

Attendance is of a high priority in schools because government conducted research shows that there is a strong link between absence levels in school and pupil attainment. We are very fortunate that our schools have very good attendance and we are all rigorous in supporting our pupils and families in achieving this.

A clear link has been found between poor attendance at school and lower academic achievement. Therefore, Government targets are that every child should achieve attendance of at least 95%. In addition to this, children will fall into the category of persistent absenteeism if their attendance drops below 90%.

To support these clear targets, our expectation is that no holidays will be taken during term time. Therefore, any applications are highly likely to be unauthorised unless in rare and exceptional circumstances. In addition to this, if holidays are taken during term time, where appropriate we can request that the local authority issue a penalty notice, (our schools do not receive penalty notice monies). Penalty notice is £60 **per parent, per child** payable within the first 21 days and rises to £120 thereafter.

Our aim is always to maintain the very positive relationships that we have with our families and we are sure you will support us all in ensuring that holidays are taken during holiday periods only.

Thank you in advance for your support.

Yours sincerely

Mrs M Heatherson - Headteacher Hockley Primary  
Mrs K Scarnell - Headteacher Greensward Academy  
Mr I Barton - Executive Headteacher Plumberow Primary Academy, Ashingdon Primary Academy  
Mrs E Atay - Principal - The Westerings Primary Academy

"Teaching is outstanding across  
the school"  
Ofsted 2016



"Pupils are proud of their school,  
their work and indeed themselves"  
Ofsted 2016

**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

**Important: Please complete one application per child.**

Name of Child	
DOB	
Class	
Date of first day absence	
Date of last day of absence	
Number of days requested	

**Important: I confirm I attach a letter outlining the 'exceptional circumstances' for which a leave of absence is being applied for and understand that it is entirely the decision of the Headteacher if the reason provided constitutes an exceptional circumstance:**

Signed	
Print name	
Relationship to child	
Date	

**Please ensure supporting letter is clearly marked with child's name and class.**